

**UPPER ST. CLAIR PTA COUNCIL
EXECUTIVE BOARD MEETING MINUTES**

May 29, 2013
9:00 – 10:30 a.m.

Call to Order

The meeting was called to order at 9:10am

Approval of Agenda

The agenda was approved as presented
The minutes were approved as presented

Reading/Approval of Minutes

Old Business

1. Officers and Unit Presidents who attended the meeting.
Susan Speers, Brooke Tarcson, Kristen Buonomo, Kathy Teresi, Shelly Snyder, Jeanne McNamara, Chrissy Sileo, Christine Vinay, Haneet Laffin, Kristin Matheny.
2. USC Today Articles
Send USC Today articles to Susan Speers by June 10. She will forward to Terry Kish. Just a brief paragraph about what your school will be doing in the fall is sufficient.
3. Meeting Schedules for 2013-2014
Schedules have been sent out via email by Susan.
On the December 4, 2013 PTA General Council Meeting there will be a brunch at the Central office. Everyone is to bring a breakfast dish (i.e., bagels, pastries, coffee, etc...). Please coordinate with Haneet Laffin on dishes.
4. Training – computer and other
Each school unit president is scheduling their own training. Training is being coordinated for e-alerts, school wires and other areas.
5. Email guidelines
The Email Guidelines document is to provide details to USC PTA/PTSO units with regard to distribution of email for School Wires and E-Alert content. Each unit member is responsible for adhering to the defined guidelines.

The meeting was adjourned at 10:05am

Respectfully Submitted,

Haneet Laffin

Next Meeting –August 28, 2013at 9AM
Boyce Mayview Recreation Center Community Room